



SECONDARY ENGLISH & HUMANITIES TEACHER POSITION DESCRIPTION

REPORTING TO: Principal of Melton

CAMPUS: Melton

TENURE: Permanent Full Time

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton being Prep to Year 12 in 2025.

Teachers will work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos, and Christian practice of the College.

POSITION SUMMARY:

This position requires a Secondary English & Humanities Teacher, preferably with VCE experience, who can possibly teach additional methods in Drama or Christian Life Studies.

They must have the ability to effectively teach, engage, and educate young people. Our Christ-centred education is paramount to growing our vision of the College and providing a deep and rich learning experience for our students.

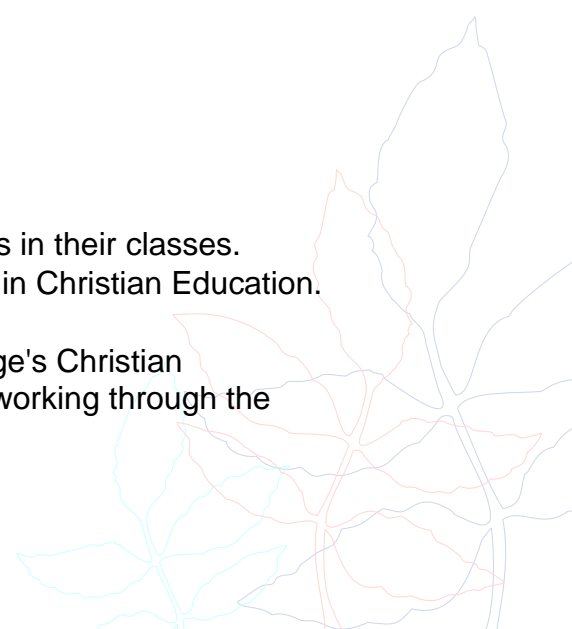
KEY RELATIONSHIPS:

- Secondary Coordinators – Melton
- Learning Area Coordinators
- Principal & Deputy Principal of Melton
- Students
- Staff
- Families
- Relevant Professional Bodies

KEY RESPONSIBILITIES & DUTIES:

A. Teaching

- Exercise a pastoral responsibility for students in their classes.
- Demonstrated commitment to serving Christ in Christian Education.
- Ability to work within a team environment.
- Participate in the understanding of the College's Christian philosophy of education and its practical outworking through the professional development of staff.





- Ability to lead, inspire, support and encourage students through teaching from a Christian worldview.
- Capacity to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.
- Ability to effectively teach Heathdale Christian College's Curriculum for students in Secondary School in the area of English, Humanities and other methods.
- Ability to critically reflect upon educational trends as well as your own professional practices.
- Demonstrate the capacity for best practice in curriculum development, implementation, evaluation and assessment.
- Partner with parents or guardian/s with ensuring support and that effective and open communication is maintained.
- Have a level of understanding of students, including their diverse linguistic, cultural and social backgrounds.
- Work with key staff to ensure that the student's well-being and safety is addressed and being managed.
- Display appropriate behaviour management strategies to ensure a safe, orderly and successful learning environment, addressing discipline issues promptly, fairly and respectfully.
- Follow up students in relation to lateness or absences.

B. Accountability

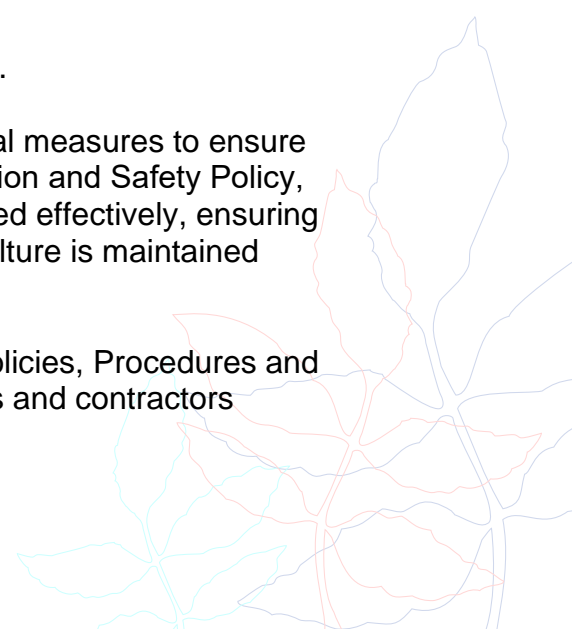
- Demonstrate a deep understanding of the teaching / learning / assessment cycle to ensure student educational growth.
- Display thoughtful knowledge of current and relevant school curriculum.
- Demonstrate core understanding of the teaching methods relevant to Secondary Teachers.
- Embrace and enhance the use of technology to engage students.
- Be actively involved in school's co-curricular program.
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility of the welfare of students.
- Assist in providing advice and leadership to student teachers if and/or when required.

C. Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors





working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

D. Interpersonal Skills

- Demonstrate a high level of communication, professional and interpersonal skills when relating to teachers, students, parents and colleagues.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.

E. General and Administrative

- To ensure that the curriculum that is being delivered is documented and up to date.
- Use technology for the purpose of updating systems, reporting, student feedback and academic progress.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend faculty or staff meetings.

OTHER DUTIES:

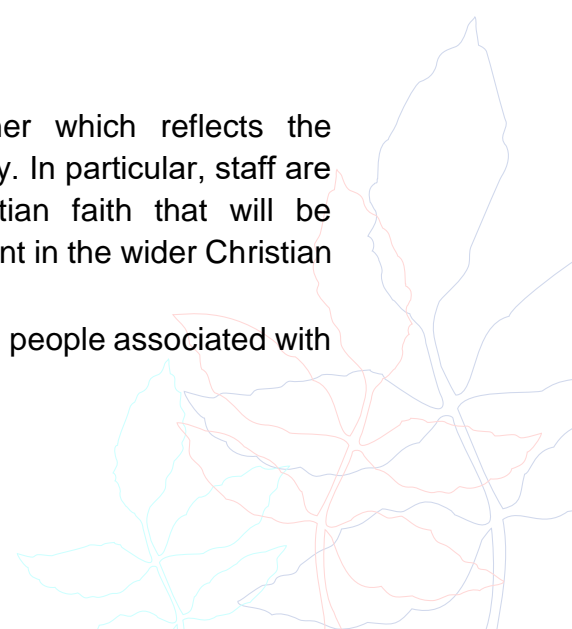
Any other assigned duties may be directed by the principal, or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.





- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Expected to regularly attend and participate in Staff Devotions.
- Each staff is allocated a prayer buddy to come alongside and build community.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\`s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

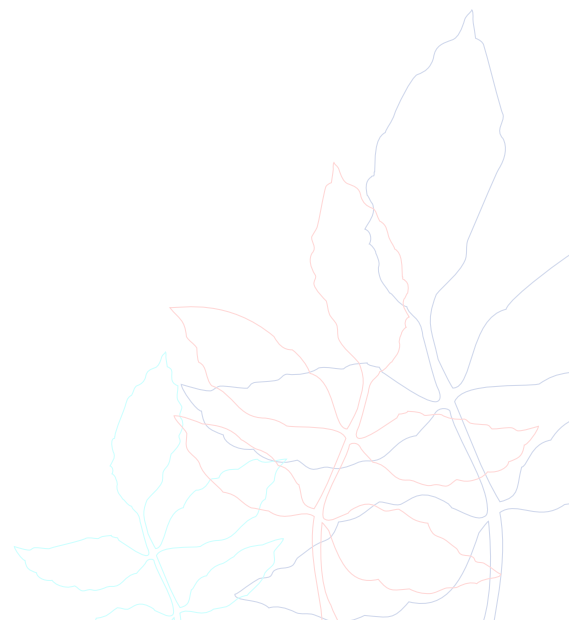
REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Head of School.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum Degree in Education with experience in teaching Secondary English at VCE level, Humanities, and /or additional methods of Drama or Christian Life Studies
- Experience in teaching VCE English is highly desirable
- Valid VIT registration
- Strong verbal and written communication skillset
- Ability to work autonomously and as part of a team
- First Aid qualified
- CPR qualified
- Anaphylaxis qualified



ATTACHMENT 'A'
Key Relationships defined:

WITH	PURPOSE	FORM
Secondary Coordinators	Work with the Secondary Coordinators for Melton to ensure successful learnings for our students.	On an 'as needs basis'
Learning Area Coordinator	Work closely to Learning Area Coordinators to ensuring successful teaching and learning to students	On an 'as needs basis'
Principal / Deputy Principal	Work closely the Principals at Melton to ensure successful teaching and learning to students	On an 'as needs basis'
Students	Manage the student engagement with your classroom.	Regular
Staff	Work closely with your colleagues to ensure learning opportunities and teamwork.	On an 'as needs basis'
Families	Develop a working relationship with relevant families for the successful learning of their child/ren at the College	On an 'as needs basis'

